

~~SECRET~~

The following pages list the qualifications for
the seven principal classifications of personnel within
TRD.

~~SECRET~~

SECRET

QUALIFICATIONS FOR RESEARCH SPECIALISTS

1. Age: No limitations
2. Sex: Preferably male. Women not desirable if home or other responsibilities are of primary concern.
3. Marital status: No limitations with qualification in (2) above.
4. Economic status: Individual must be accustomed to living commensurate with the limitations of the defined salary level.
5. Family, social, economic, background: Any background is acceptable so long as the individual is adjustable to the social environment within which he will live.
6. Educational Preparation: -- Broad: Bachelors degree from an accredited university or college is highly desirable.
7. Educational Preparation: -- Special: Specialization in the fields of education, international affairs, political science, history and scientific method are preferred, as well as a proficiency in linguistics.
8. Experience:--General: Two years experience with responsibility for the organization of a research project.
9. Experience:--Specific: Two years intelligence experience in an overseas installation.
10. Other: A research specialist in covert analysis must be a mature, emotionally stable person, as free of extra duty encumbrances as possible. They should be in the upper 10% of the American population intelligence-wise, and should be sufficiently compulsive to enjoy endless detail regarding a particular subject.

SECRET

SECRET

QUALIFICATIONS FOR CLERICAL POSITIONS

1. Age: 20 to 35.
2. Sex: Immaterial
3. Marital status: Immaterial, providing that outside responsibilities do not claim priority over Agency duties.
4. Economic status: Management of his own affairs; indicated ability to live within salaries commensurate with the grades offered by this Agency should be the primary consideration.
5. Family, social, cultural background: Any background is acceptable as long as the individual conforms to the social environment within which he must live.
6. Education preparation: -- Broad: High school education. Formal business school or 2 years of college.
7. Education preparation: -- Special: Typing -- 50 words per minute
Shorthand -- 120 words per minute
8. Experience: -- General: Experience with filing.
9. Experience: -- Specific: Experience in administrative offices of any kind is desirable.
10. Other: The individual should possess the qualifications as they pertain to the duties and responsibilities as defined in the job description for the position in question. They should be emotionally mature, clean, neat, and in the upper 30% of the American population in learning ability.

SECRET

SECRET

QUALIFICATIONS FOR SENIOR PSYCHOLOGIST

1. Age: 30 or over.
2. Sex: Male or female.
3. Marital Status: Immaterial.
4. Economic Status: Individual must be accustomed to living commensurate with the limitations of the defined salary level.
5. Family, social, economic, background: Any background is acceptable so long as the individual is adjustable to the social environment within which he will live.
6. Educational Preparation: -- Broad: Ph.D degree in psychology from an accredited institution of higher learning.
7. Educational Preparation: -- Special: Should have some distinction as a specialist in some field of psychology.
8. Experience: -- General: Five years experience in some field of psychology; experimental, clinical, or applied.
9. Experience: -- Specific: Officer in World War II. Combat experience and/or intelligence experience.
10. Other: High degree of maturity and insight. Should be prepared to accept any responsibility asked of the intelligence officer. Could head any agency psychological unit home or overseas. Has good understanding and interest in research techniques and methods.

SECRET

SECRET

QUALIFICATIONS FOR JUNIOR PSYCHOLOGIST

1. Age: 25 or over.
2. Sex: Male or female.
3. Marital Status: No limitations with qualification in (2) above.
4. Economic Status: Individual must be accustomed to living commensurate with the limitations of the defined salary level.
5. Family, social, economic, background: Any background is acceptable so long as the individual is adjustable to the social environment within which he will live.
6. Educational Preparation: -- Broad: M.A or M.S. degree in psychology from an accredited university.
7. Educational Preparation: -- Special: Test administration, analysis and interpretation. Experimental design. Interest in research.
8. Experience: -- General: None necessarily other than that accumulated during education.
9. Experience: -- Specific: None.
10. Other: Should be a person interested in completing Ph.D degree and having the potentialities of becoming a senior psychologist. Should be in upper 5% of American population in learning ability, emotionally stable and interested in intelligence work.

SECRET

SECRET

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

QUALIFICATIONS FOR INSTRUCTOR-DOCTRINAL

1. Age: 25 to 50.
2. Sex: Male.
3. Marital Status: Immaterial.
4. Economic Status: Individual must be accustomed to living commensurate with the limitations of the defined salary level.
5. Family, social, economic, background: Any background is acceptable so long as the individual is adjustable to the social environment within which he will live.
6. Educational Preparation: -- Broad: Highly preferable that man has a Bachelors degree, although in some cases extensive intelligence experience may be substituted.
7. Educational Preparation: -- Special: Specialized training will vary with and should be consistent with instructional duties.
8. Experience: -- General: Teaching experience in High School or College.
9. Experience: -- Specific: Experience in intelligence collection or operations commensurate with instructional duties.
10. Other: The Doctrinal instruction in TRD should be a person which CIA might some day use as a Chief of Mission for an intelligence assignment. He should have achieved exceptional maturity for his age and have the highest degree of emotional maturity. His learning ability should be in the upper 10% of the adult male population. He must enjoy teaching and excel in human relations. He must maintain a high degree of objectivity and possess great empathy.

SECRET

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

QUALIFICATIONS FOR INSTRUCTOR, PARAMILITARY

1. Age: 25-40.
 2. Sex: Male.
 3. Marital status: Immaterial.
 4. Economic status: Individual must be accustomed to living commensurate with the limitations of the defined salary level.
 5. Family, social, economic background: Any background is acceptable so long as the individual is adjustable to the social environment within which he will live.
 6. Educational Preparation: -- Broad: College Degree or comparable educational background.
 7. Educational Preparation: -- Special: Courses within the military or governmental structure structured to equip the instructor with the knowledge and techniques specific to his duties.
-
9. Experience: -- Specific: Teaching experience in service schools or informal academic environs.
 10. Other: These instructors must be in the upper 15% of the adult male population in learning ability. They would preferably be physically superior with a background of field experience. They should be emotionally mature and enjoy teaching.

25X1C14B

SECRET

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

QUALIFICATIONS FOR ADMINISTRATIVE OFFICER
(includes Branch and Staff Chiefs, and Administrative Officers)

1. Age: GS-7 22-30
 GS-9-11 25-35
 GS-12-15 30-50
2. Sex: Male or female.
3. Marital Status: Immaterial.
4. Economic Status: Individual must be accustomed to living commensurate with the limitations of the defined salary level.
5. Family, social, economic, background: Any background is acceptable so long as the individual is adjustable to the social environment within which he will live.
6. Educational Preparation: — Broad:
 GS-7 H.S. diploma and an interest in further schooling.
 GS-9-11 Bachelors degrees.
 GS-12-15 Graduate work or experiential equivalent.
7. Educational Preparation: — Special: Majors in areas within or peripheral to his Agency duties.
8. Experience: — General: GS-7 Some Supervisory experience.
 GS-9-11 Directive experience.
 GS-12-15 Executive or Policy experience.
9. Experience: — Specific: GS-11 and up: Experience in lecturing on field of duties. Experience in intelligence work.
10. Other: GS-7 : Person able to carry out already determined functions and supervise clerical personnel.
 GS-9-11: The above. Also capable of developing tentative plans, assist in development of training policy.

SECRET

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

SECRET

QUALIFICATIONS FOR ADMINISTRATIVE OFFICER
(continued)

10. Other: GS-12-15: Desire and capacity to formulate policy, develop new programs and contribute ideas toward the prosecution of our mission.

Personnel should increase in degree of intelligence, initiative, judgement, ability to get along with others and have them carry out his plans, with an increase in responsibility. No officer of this Agency should be lacking in personal stability. The more responsible positions should be filled by individuals who consider their duty more than a job. A full cognizance of the part which their position plays in the national security and a commensurate social alertness is a necessary prerequisite to key positions in this Agency.

SECRET

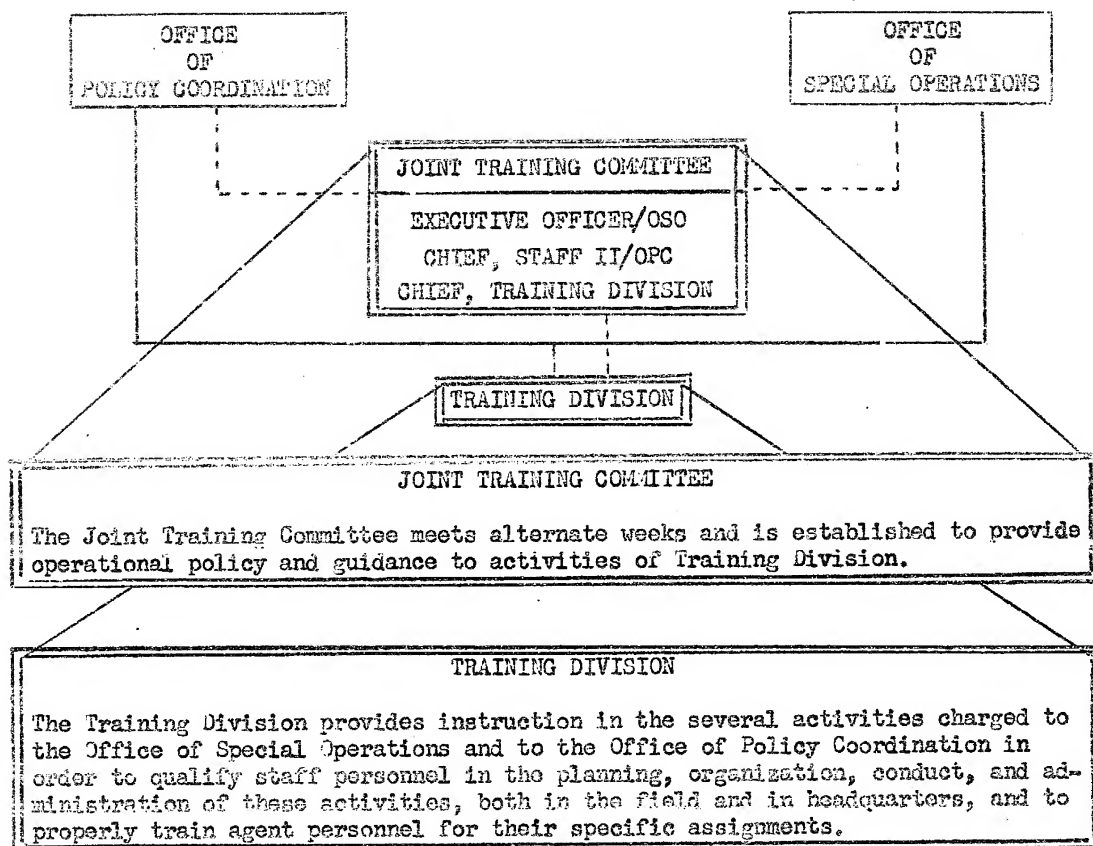
SECRET

1 December 1950

T R A I N I N G D I V I S I O N
O R G A N I Z A T I O N A N D F U N C T I O N S

SECRET

SECRET



SECRET

SECRET

25X1

TRAINING DIVISION

I. MISSION

The Training Division provides instruction in the several activities charged to the Office of Special Operations and to the Office of Policy Coordination in order to qualify staff personnel in the planning, organization, conduct, and administration of these activities both in the field and in headquarters and to properly train agent personnel for their specific assignments.

II. FUNCTIONS

X1

SECRET

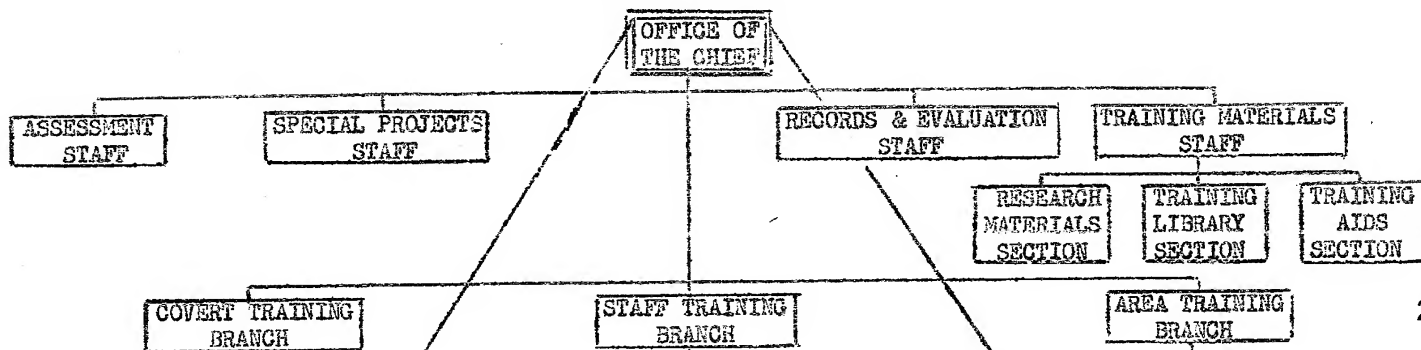
25X1

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

SECRET

TRAINING DIVISION



25X1

OFFICE OF THE CHIEF

The Chief of the Training Division implements training policies of ADSO and ADPC, administers the training program, supervises the branch and staff chiefs, and maintains necessary liaison within and without CIA.

SECRET

OFFICE OF THE CHIEF

I. MISSION

The Chief, Training Division, implements training policies of ADSO and ADPC, administers the training program, supervises the branch and staff chiefs, and maintains necessary liaison within and without CIA.

B. Serve as chief of staff for internal affairs.

C. Supervise and coordinate the activities of the staffs and branches.

The Administrative Officer, Training Division, shall:

II. FUNCTIONS

The Chief, Training Division, shall:

A. Advise ADSO and ADPC on training matters.

B. Serve as a member of the Joint Training Committee.

C. Be responsible for general administration and supervision of the training program.

D. Establish and maintain necessary liaison to accomplish the mission.

A. Supervise general administration affairs including space, services, personnel, finance, accounts, supplies, and budget.

B. Prepare administrative reports and studies as required.

C. Provide technical guidance for administrative personnel and advise chiefs of staffs and branches on administration.

The Deputy Chief, Training Division, shall:

A. Assume duties of the Chief in his absence.

SECRET

25X1

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

Next 77 Page(s) In Document Exempt

Approved For Release 2002/08/22 : CIA-RDP57-00012A000200100003-7

~~SECRET~~ ~~CONFIDENTIAL~~

TRD would desire the cooperation of the Director of Training as regards the continued implementation of an intimate coordination and compatibility between it and the covert offices. Such a liaison is of utmost importance for the maintenance of the present caliber of training for operational personnel. The more closely TRD is affiliated with these offices, the greater will be the continuous supply of information pertinent to the techniques and doctrines developed in the field. To ensure that upon the completion of training the individual is operationally qualified for both desk and field assignments, the training provided must be realistic, up-to-date and tooled to the operational requirements of the staffs and foreign divisions. To accomplish this, the training establishment must have free access to and the closest coordination and cooperation with the planning, operational and administrative elements of the covert offices.

It is hoped that such a relationship would include systematic rotation of instructor personnel within TRD so that it can continuously be supplied with men of instructor caliber who have recently returned from field stations.

~~CONFIDENTIAL~~

~~SECRET~~